HRCMS Procedures for the Employee Non-Cash Parking Benefit

Employees with an Existing Benefit
For employees who are already having their non-cash parking benefit reported, departments need to verify each calendar year if a change is required to the employee's reported benefit amount. This would be required if tax exclusion threshold changes and/or if it is determined that the fair market value for parking has changed for the applicable calendar year. For facilities managed by the Bureau of State Buildings (BSB), notification would come from the Comptroller. For other facilities, the determination would come from the results of a department's own survey.
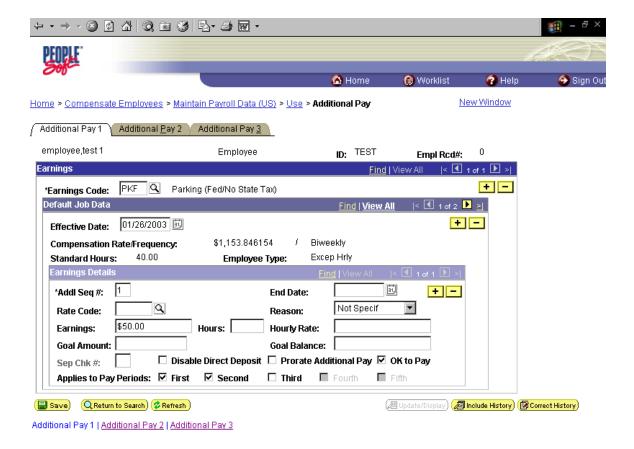
Important Points:

1. Non-cash parking benefits are reported on an arrears basis. Benefits received in January are reported in February.
2. There are two earnings code used to accurately report the non-cash parking benefit. PKF reports the federal amount and PKS reports the state amount.

To Change the Existing Benefit Amounts for an Employee:

Changing the Federal Amount (PKF)
Step 1:
Calculate the amount of the "recurring" non-cash monthly benefit. In the example below the employee uses a BSB facility and is receiving a non-cash benefit of $125/month, which will be added to the employee's federal taxable gross. The employee had opted last year to have the federal amount ($100/month or $50.00/ 1st and 2nd pay period) recorded the first and second pay periods of each month. The **PKF** earnings amount must be changed from $50.00 to $62.50.

Home > Compensate Employees > Maintain Payroll Data (US) > Use > **Additional Pay**

New Window

Additional Pay 1 | Additional Pay 2 | Additional Pay 3

employee,test 1   Employee   ID: TEST   Empl Rcd#:   0

Earnings   Find | View All |< 1 of 1 >|

*Earnings Code: PKF   Parking (Fed/No State Tax)   + −

Default Job Data   Find | **View All** |< 1 of 2 >|

Effective Date: 01/26/2003   + −

Compensation Rate/Frequency: $1,153.846154   /   Biweekly

Standard Hours: 40.00   Employee Type: Excep Hrly

Earnings Details   Find | View All |< 1 of 1 >|

*Addl Seq #: 1   End Date: + −

Rate Code: Reason: Not Specif

Earnings: $50.00   Hours: Hourly Rate:

Goal Amount: Goal Balance:

Sep Chk #:   ☐ Disable Direct Deposit ☐ Prorate Additional Pay ☑ OK to Pay

Applies to Pay Periods: ☑ First   ☑ Second   ☐ Third   ☐ Fourth   ☐ Fifth

Save   Return to Search   Refresh   Update/Display   Include History   Correct History

Additional Pay 1 | Additional Pay 2 | Additional Pay 3

Step 2:
Begin at the Additional Pay 1 panel: Go: Compensate Employees – Maintain Payroll Data (U.S.)
Use: Additional Pay – Additional Pay 1 – Update/Display

Search by Employee ID.

Select correct Empl Rcd # if more than one.

/ Additional Pay 1 \

employee, test 1   Employee   ID: TEST   Empl Rcd#: 0

Earnings   Find | View All |< ◄ 2 of 5 ► >|

*Earnings Code: PKF 🔍 Parking (Fed/No State Tax)   + −

Default Job Data   Find | View All |< ◄ 1 of 1 ► >|

Effective Date: 01/25/2004 📅   + −

Compensation Rate/Frequency: /   Biweekly
Standard Hours: 37.50   Employee Type: Excep Hrly

Earnings Details   Find | View All |< ◄ 1 of 1 ► >|

*Addl Seq #: 1   End Date: 📅   + −
Rate Code: 🔍   Reason: Not Specif ▼
Earnings: $62.50   Hours: Hourly Rate:
Goal Amount: Goal Balance:

Sep Chk #:   ☐ Disable Direct Deposit ☐ Prorate Additional Pay ☑ OK to Pay
Applies to Pay Periods: ☑ First ☑ Second ☐ Third ☐ Fourth ☐ Fifth

💾 Save   🔍 Return to Search 🔄 Refresh   📄 Update/Display 📄 Include History 📄 Correct History

Step 3:
Navigate using the outside scroll bar until you find Earnings Code **PKF**. To update an existing additional pay type, place your cursor in the Effective Date field and insert row or press [F7].

Step 4:
Change earnings to $62.50.

Step 5:
Change the effective date to 01/25/2004. This is the first day of the first February pay period. February is the month in which January's benefit is reported.

Step 6:
Make sure the OK to Pay checkbox is checked.

Step 7:
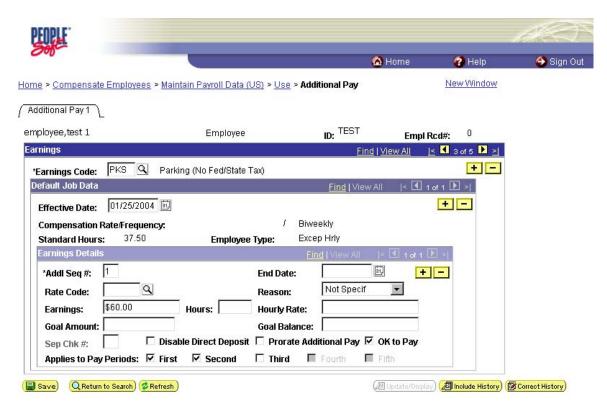Save the panel by pressing the diskette icon on the toolbar.

Changing the State Amount (PKS)

Step 1:
Calculate the amount of the "recurring" non-cash monthly benefit. In the example, below the employee uses a BSB facility and is receiving a non-cash benefit of $120/month, which will be

added to the employee's state taxable gross. The employee had opted last year to have the state amount ($95.00/month or $47.50/ 1st and 2nd pay period) recorded the first and second pay periods of each month. The PKS earnings amount must be changed from $47.50 to $60.00.

Follow Steps 2 and 3 outlined in the prior example for navigating to earnings code **PKS**. Insert a new row with an Effective Date of 01/25/2004. Change the Earnings amount to $60.00. The Additional Pay panel will look like this:

Step 5:
Make sure the OK to Pay checkbox is checked.

Step 6:
Save the panel by pressing the diskette icon on the toolbar.

Non-Cash Parking Benefit for New Employees

Important Points:

1. New employees must complete the Employee Non-Cash Parking Benefit HR/CMS Selection Form, Attachment B, so you know the frequency with which to report the benefit.

2. Non-cash parking benefits are reported on an arrears basis. A parking benefit received in January would be entered into HRCMS in February.

3. There are two earnings code used to accurately report the non-cash parking benefit. **PKF** reports the federal amount and **PKS** reports the state amount. Both must be entered for each new employee.

Entering Non-Cash Parking Benefit Amounts for New Employees:
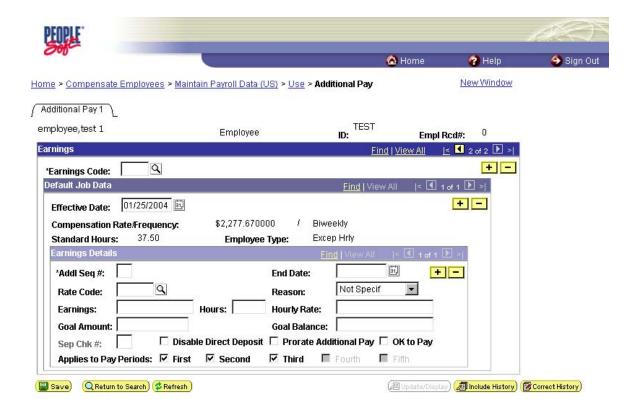
Entering PKF (Recurring federal amount)
Step 1:
Calculate the amount of the "recurring" non-cash monthly benefit. The benefit may be recorded in the first, second, or both the first and second pay periods. The employee will indicate their choice on the Employee Non-Cash Parking Benefit Selection Form. In the example below, the employee is receiving a non-cash benefit of $125/month (recorded the first pay period of each month) which will be added to the employee's federal taxable gross. Note that if the employee had chosen to record the benefit in the first AND second pay period, the amount would need to be divided by two, which would equal $62.50 per pay period. The parking benefit commences with the employee's January 1, 2004 hire date.

Step 2:
Begin at the Additional Pay 1 panel: Go: Compensate Employees – Maintain Payroll Data (U.S.)
Use: Additional Pay – Additional Pay 1 – Update/Display Search by Employee ID.
Select correct Empl Rcd # if more than one.

The Additional Pay panel will appear with blank fields for you to populate:

Step 3:

Enter the **PKF** Earnings Code and an Effective Date of 01/25/2004. This is the first day of the first February pay period. February is the month in which January's benefit is reported. Enter the amount of $125.00 in the Earnings field. Enter an Addl Seq # of 1.

Make sure the amount is payable in the appropriate pay period(s). In this case the amount is payable in pay period 1 ONLY. (Note: The amount could also be configured to be payable in pay period 2 only or pay periods 1 and 2. The amount must be appropriate for the option chosen.)

Step 4:

Make sure the OK to Pay checkbox is checked.

Step 5:

Save the panel by pressing the diskette icon on the toolbar.

After the pay period ends, this additional pay will be active and continue to process in every pay period chosen. The earnings end date will be left blank until such time that the employee no longer receives the benefit and notifies their payroll coordinator to stop the recurring payment.

When you have finished data entry, your panel should look like this:

Entering PKS (Recurring state amount)

Step 1:
Calculate the amount of the "recurring" non-cash benefit. The benefit may be recorded in the first, second, or both the first and second pay periods. The employee will indicate their choice on the Employee Non-Cash Parking Benefit Selection Form. In the example below, the employee is receiving a non-cash benefit of $120/month (recorded the first pay period of each month) which will be added to the employee's state taxable gross. Note that if the employee had chosen to record the benefit in the first AND second pay period, the amount would need to be divided by two, which would equal $60.00 per pay period.

Step 2:
While still on the employee's Additional Pay panel, click on the outside scroll bar and Insert a new Earnings Code row.

Step 3:
Enter the **PKS** Earnings Code and an Effective Date of 01/25/2004. This is the first day of the first February pay period. February is the month in which January's benefit is reported. Enter the amount of $120 in the Earnings field. Enter an Addl Seq # of 1.

Make sure the amount is payable in the appropriate pay period(s). In this case, the amount is payable in pay period 1 ONLY. (Note: The amount could also be configured to be payable in pay

period 2 only or pay periods 1 and 2. The amount must be appropriate for the option chosen.)

Step 4:
Make sure the OK to Pay checkbox is checked.

Step 5:
Save the panel by pressing the diskette icon on the toolbar.

After the pay period ends, this additional pay will be active and continue to process in every pay period chosen. The earnings end date will be left blank until such time as the employee no longer receives the benefit and notifies their payroll coordinator to stop the recurring payment.

When you have finished data entry, your panel should look like this: